

ATTACHMENT 6.4

COST PROPOSAL & SCORING GUIDE

NOTICE TO PROPOSER: This Cost Proposal **MUST** be completed **EXACTLY** as required.

PROPOSER NAME:

SIGNATURE & DATE:

NOTE: The signatory must be an individual or a company officer empowered to contractually bind the Proposer. If the Signatory is not the Proposer company president, this Statement of Certifications and Assurances SHALL attach evidence showing the Signatory's authority to bind the Proposer.

COST PROPOSAL SCHEDULE

The proposed cost, detailed below, shall indicate the proposed price for providing the entire scope of service including all services as defined in the RFP Attachment 6.1, *Pro Forma Contract Scope of Services* for the total contract period. The proposed cost and the submitted technical proposal associated with this cost shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the State. All monetary amounts are United States currency.

The Proposer must propose hourly rates to provide the services of each of the three (3) Job Classifications listed below, for each of the five (5) years of the contract, The Proposer must not leave any hourly rate cell blank; if the vendor leaves any required hourly rate cell blank, the State shall disqualify the vendor.

IMPORTANT NOTE: THE WEIGHTS IN THE "WEIGHT" COLUMN ARE FOR EVALUATION PURPOSES ONLY AND DO NOT IN ANY WAY EXPRESS OR IMPLY THE STATE'S INTENTIONS WITH REGARD TO THE ACTUAL USAGE PATTERNS, TIMING, OR NUMBERS OF PERSONNEL REQUIRED.

Cost Item Description	Proposed Cost					State Use ONLY		
	Hourly Rate Year 1	Hourly Rate Year 2	Hourly Rate Year 3	Hourly Rate Year 4	Hourly rate Year 5	Sum	Weight	Weighted Cost
Project Director or Manager							1	
Senior Business Analyst							2	
Systems Analyst							2	

The RFP Coordinator shall use the evaluation cost amount derived from the proposed cost amounts above and the following formula to calculate the COST PROPOSAL SCORE. Calculations shall result in numbers rounded to two decimal places.

Evaluation Cost Amount:
(sum of all weighted cost amounts above)

Lowest Evaluation Cost Amount from all Proposals

Evaluation Cost Amount Being Evaluated

X 30
(maximum section score)

=
SCORE: